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Weekly Report for Week Ending 8 December 1959
from
Forms Management Branch

1. Contributionsa. Tangible

- (1) Completed 25 actions requiring the printing of 250,400 copies of forms.
- (2) Six revised forms approved.
- (3) Five forms were made obsolete.

2. Assignmentsa. Active

(1) Forms Analysis Projects

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
25X1		1	5	6
		2	2	4
		2	0	2
		2	4	6
	Totals	7	11	18

(2) Employee Suggestions

	<u>Analyst</u>	<u>Pending</u>
25X1		1
		1
	Totals	2

25X1 (3) Teletype Dissemination Information Reports and Systems

- (4) Revision of Dispatch Forms 25X1
- (5) Improved Management of Stocked Forms 25X1
- (6) Uniform Information Report 25X1
- (7) Revision of Courier Receipt and Log Record 25X1
- (8) Expediting Printing of Information Reports 25X1

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- 25X1 (9) Improvement of Quality of Information Reports Production [redacted]
- 25X1 (10) Revision of Security Officer Check List, Security Check Sheet, and their coordination with Security Check Sheet Holder [redacted]
- (11) Forms Management Orientation Seminar [redacted] 25X1
- (12) Revision of Form 30, "Request for Approval of Forms," [redacted] 25X1
- (13) Pseud-Crypto Request Form [redacted] 25X1
- (14) Joint CS-JCS War Plan Form [redacted] 25X1
- (15) "TS Signature Record and Cover Sheet" Form 26 [redacted]
Coordination completed and overprint being made.
- (16) Computer System Forms for RCA-501 [redacted] 25X1
- (17) Slides and Prints of New Building Site [redacted] 25X1
- (18) American Management Association Workshop Seminar #614-49, "Organization and Management of an Effective Records Retention Program" [redacted]
- (19) "Headquarters Property Turn-in Document", Form 1707 [redacted] 25X1
- (20) Survey of all Forms under the New Numbering System not Ordered for Eighteen Months or more [redacted] 25X1
The survey of the 560 forms is 51% complete. Forty have been declared obsolete and 245 current.
- (21) Survey of all Forms of Other Government Agencies not ordered for 18 months or more [redacted] 25X1
The survey of 168 forms is 57% complete. Six have been declared obsolete and 90 current.
- (22) Revision of "Routing and Record Sheet" Form 610a [redacted] 25X1
- (23) Forms Management Round Table [redacted] 25X1

3. News

- 25X1 a. [redacted] has completed a one week orientation on the RCA-501 computer.

25X1

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